



Confederated Tribes of Warm Springs, Oregon  
Office of the Secretary-Treasurer/CEO  
PO Box C  
Warm Springs, OR 97761  
Phone: 541-553-3212  
Fax: 541-553-2236

## M E M O R A N D U M

**TO:** All Employees and Tribal Membership

**FROM:** Michele Stacona, Secretary-Treasurer/CEO

**DATE:** August 14, 2020

**RE:** Essential Services available

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### **“Stay Home. Stay Safe. Save Lives”.**

The Tribal Council has approved another 1-week closure for the tribal government due to the COVID-19 pandemic. The closure begins August 17, 2020 through August 21, 2020. The anticipated re-opening date is unknown at this time.

The following services will be available during the Tribal government closure. These services are subject to change.

#### **Secretary-Treasurer/CEO:**

8 a.m. – 5 p.m. M-F. Access to public is closed.

Available by email: [michele.stacona@wstribes.org](mailto:michele.stacona@wstribes.org)

**Human Resources:** Available Monday-Friday from 8 a.m. to 5 p.m. By appointment only please call 541-553-3262. Cheryl Tom, HR Director will be available via email or cell phone every day at 541-460-0110 or [cheryl.tom@wstribes.org](mailto:cheryl.tom@wstribes.org). All staff have access to check and respond to emails daily.

**Finance:** Access to public is closed. Available by email. Please contact

[alfred.esimo@wstribes.org](mailto:alfred.esimo@wstribes.org) or [dennis.johnson@wstribes.org](mailto:dennis.johnson@wstribes.org)

Accounts Payable: email invoices/PA's to [invoices@wstribes.org](mailto:invoices@wstribes.org)

Payroll: email timesheets and questions to [payroll@wstribes.org](mailto:payroll@wstribes.org)

Budgets, Contracts & Grants: email requisitions to [budgets@wstribes.org](mailto:budgets@wstribes.org)

Cash Management: available by appointment only. Call 541-553-3479 or 541-553-3361.



**Managed Care Program:** Available Monday-Friday 8 a.m. to 5 p.m.; closed 12 p.m. to 1 p.m. during lunch. Warm Springs Holistic Health will be closed. Please contact [managedcare@wstribes.org](mailto:managedcare@wstribes.org) or 541-553-4948.

**Procurement:** Available Monday-Friday 8 a.m. to 5 p.m. Access to public is closed. Please contact [libby.chase@wstribes.org](mailto:libby.chase@wstribes.org), [dawn.smith@wstribes.org](mailto:dawn.smith@wstribes.org), or [raymond.shike@wstribes.org](mailto:raymond.shike@wstribes.org)

**Administration Services:**

- Vital stats available for funeral grants by calling dispatch 541-553-1171.
- Available on the following dates by appointment only call 541-553-3252.
  - Lucille Suppach-Samson; Tues/Thurs; Please email [lucille.suppach@wstribes.org](mailto:lucille.suppach@wstribes.org)
  - Olivia Wallulatum; Mon/Wed; Please email [olivia.wallulatum@wstribes.org](mailto:olivia.wallulatum@wstribes.org)
  - Rianna Fuentes; Wed/Fri; Please email [rianna.fuentes@wstribes.org](mailto:rianna.fuentes@wstribes.org)
- Appeals Court, Probate, Records Center closed.
- Mail & Reception available M-F 8 a.m. – 5 p.m. Access to public closed.
- Legal Aid available for Bail/Bond hearings only (a.m.)

**Governmental Affairs:**

- Available by email. Contact [louie.pitt@wstribes.org](mailto:louie.pitt@wstribes.org)

**Tribal Court:**

Available only for daily court hearings for Criminal Bail/Bonds, Juvenile Prelims, and Restraining Orders/Elder Protection Orders from 8 a.m. to 12:00 p.m. Criminal Bail/Bonds and Juvenile Prelims will be heard at 11 a.m. each day. Please contact [eliah.sorrelhorse@wstribes.org](mailto:eliah.sorrelhorse@wstribes.org), 541-553-3278.

**Public Safety:**

Normal operations for WSPD and Fire & Safety.

Prosecution available only for new arrests, bail bonds and preliminary hearings. Contact [nancy.seyler@wstribes.org](mailto:nancy.seyler@wstribes.org)

For VOCS please contact WSPD Dispatch for the on-call advocate. All other offices closed. Please contact GM Public Safety, Carmen Smith, [carmen.smith@wstribes.org](mailto:carmen.smith@wstribes.org)





### **Public Utilities:**

- Water & Wastewater
  - Water Crew hours 7:00 am – 3:30 pm M-F
  - Wastewater Crew 8:00 am – 4:30 pm M-F
  - Water Treatment Plant Sunday 10 am – 7 pm, Monday-Wednesday 8 am – 4 pm, Thurs.-Friday 8 am – 7 pm, Saturday 10 am – 7 pm. Contact Chico Holliday 541-460-2707 or On-call personnel at 541-777-1335
- Building Maintenance
  - Mon-Fri 7 am – 4 pm; Alvis Smith III (541) 325-6745
  - Sun-Thurs, 7 am – 4 pm; Britton Metrokin (541) 541-771-2829; Virgil Windyboy (541) 630-1488; Tammera Coffee (541) 588-0619
  - Tues-Sat, 7 am – 4 pm; George Aguilar (541) 460-3125; Austin Smith (541) 325-2798
- Janitorial
  - Mon. – Friday, 8 am – 5 pm; contact Solomon (541) 460-0267
  - Mon. – Friday, 3 pm – 11 pm; contact Solomon (541) 460-0267
- Environmental Health & Sanitation – Normal hours. Includes trash pick-up.
- Health & Wellness Center Facilities Management (IHS Clinic) – Normal hours.
- Administration. Available by phone or email. (541) 553-3246 or [sandra.greene@wstribes.org](mailto:sandra.greene@wstribes.org). Access to public is closed.
- GM Public Utilities Travis Wells, telework, Phone (541) 460-1262, [travis.wells@wstribes.org](mailto:travis.wells@wstribes.org)

### **Natural Resources:**

- Timber Harvest Monitoring and Accounting – available by email contact Vernon Wolf; [Vernon.wolf@ctwsbrnr.org](mailto:Vernon.wolf@ctwsbrnr.org) Phone 541-553-8227. Hours of operation 6 a.m. to 4:30 p.m.
- Wildland Fire – Office open. Available by email Trey Leonard; [trey.leonard@ctwsbnr.org](mailto:trey.leonard@ctwsbnr.org) or phone 541-553-1146/1147/2413. Hours of operation Friday to Saturday 8 a.m. to 5:30 pm, on-call 24/7
- Fisheries habitat contracts and Hatchery operations - available by email. Contact Brad Houslet; [brad.houslet@ctwsbnr.org](mailto:brad.houslet@ctwsbnr.org) Phone 541-553-2014. Hours of operation 8 a.m. to 5 p.m.
- Enforcement and Sentries – available by phone or email. Contact Doug Calvin; [Doug.calvin@ctwsbnr.org](mailto:Doug.calvin@ctwsbnr.org) Phone 541-553-2043; Oswald Tias,



[Oswald.tias@ctwsbnr.org](mailto:Oswald.tias@ctwsbnr.org) Phone 541-553-2033. Hours of operation 8 am to 5 pm.

- Farm Operations – available by phone or email. Contact Zane Wilson, [zane.wilson@ctwsbnr.org](mailto:zane.wilson@ctwsbnr.org) Phone 541-553-2047. Hours of operation 8 am to 5 pm.
- Range and Ag hauling water – available by email. Contact JP Patt; [JP.patt@ctwsbnr.org](mailto:JP.patt@ctwsbnr.org). Hours of operation 8 a.m. to 5 p.m.
- GIS, Natural Resource Planning, Water & Soils offices closed.
- GM Natural Resources contact [robert.brunoe@ctwsbnr.org](mailto:robert.brunoe@ctwsbnr.org), Phone 541-553-2015, M-F 8 a.m. – 5 p.m., building access to public is closed.

#### **Health & Human Services:**

- H&HS Administration Service – contact Rachel Storkel 541-553-0497. GM Health & Human Services contact [caroline.cruz@wstribes.org](mailto:caroline.cruz@wstribes.org); 541-615-0140, 503-510-8270 (cell) in office located at the Youth Center call ahead, doors locked.
- Aging and People with Disabilities/Social Security – Week of July 21, open by appointment call 541-553-4955.
- Senior Program – Food Delivery Monday, Wednesday & Friday 11 a.m. to 1 p.m.
- Cooling shelter closed.
- Community Health Program – Minimal operations call 553-1196 @ HIS, 553-5512 for COVID-19 questions.
- CPS – Emergency placement only, staff assisting Branch. 541-553-3209
- Community Health Prevention Resource Center – Closed. General Techs. working with Emergency Management. (541) 553-3345.
- Behavioral Health Center Services – On call for crisis, call Dispatch 553-1171. All staff on flexible schedules and open to provide services by appointment. 541-553-3205.
- KWSO/Spilyay – Continue to broadcast and print important updates/information. 541-553-1968.
- Community Wellness Center – Closed.
- Tribal Social Services open. Contact 541-553-3415.
- Commodities open, call 541-553-3422.
- Prevention – All staff on site - 541-615-0038 or 541-615-0140.
- Targeted Case Management – Limited Services, 541-615-0140.





- DHS Satellite Office closed, refer to Madras DHS office behind Safeway. 541-475-6131, 678 US 97, Madras.
- Billing – All staff on site.

### **Education:**

- Early Childhood Center – Limited daycare services will be provided during this time for essential employees of Public Safety, Public Utilities, Indian Health Services and some tribal Enterprises or Government. No visitors are allowed. Access to parents only. All people entering building must sanitize or wash their hands and wear masks. Please contact [c.moses@wstribes.org](mailto:c.moses@wstribes.org) or [jodi.begay@wstribes.org](mailto:jodi.begay@wstribes.org)
- All other Education offices are available by phone appointment. Students and clients may contact departments via email.
  - Higher Education: [carroll.dick@wstribes.org](mailto:carroll.dick@wstribes.org)
  - WIOA/WEDD: [melinda.poitra@wstribes.org](mailto:melinda.poitra@wstribes.org)
  - Culture & Heritage: [radine.johnson@wstribes.org](mailto:radine.johnson@wstribes.org)
  - Vocational Rehabilitation: [Jackie.minson@wstribes.org](mailto:Jackie.minson@wstribes.org)
  - OSU Extension: [Nicole.Strong@oregonstate.edu](mailto:Nicole.Strong@oregonstate.edu)
- GM Education contact [valerie.switzler@wstribes.org](mailto:valerie.switzler@wstribes.org); Phone (541) 553-1543, M-F 8 a.m. – 5 p.m. Access to public is closed.

### **High Lookee Lodge:**

Normal operations. No visitors allowed. Facility is locked to the public.  
Contact Jolene Greene; [jolene.greene@wstribes.org](mailto:jolene.greene@wstribes.org), Phone 541-553-1182

### **OIS:**

Technicians will be working on a rotation with one onsite per day with the other technicians working remotely. Hours of operation 8 a.m. to 5 p.m.

Email address for support: [support@wstribes.org](mailto:support@wstribes.org)

Phone 541-553-3275

Director of OIS, Todd Stum contact [todd.stum@wstribes.org](mailto:todd.stum@wstribes.org),

### **TERO Program:**

Available by email or phone. TERO clients can complete a “skills survey” online at [www.WSTERO.com](http://www.WSTERO.com). Completed skills surveys can be emailed to [wendell.jim@wstribes.org](mailto:wendell.jim@wstribes.org) or [mary.emhoolah@wstribes.org](mailto:mary.emhoolah@wstribes.org)



TERO clients may call the cell phones provided to check-in and request to be referred/dispatched to ODOT Construction projects. Mary Sando-Emhoolah 541-675-5439 or Wendell Jim 541-675-5477.

**Three Warriors Market:**

Monday-Friday 7 a.m. to 5 p.m.

Saturday/Sunday 8 a.m. to 5 p.m.

**Gaming Regulatory:**

Gaming Commission office closed.

Surveillance operating on staggered shifts. Contact Josephine Johnson;

[Josephine.johnson@wstribes.org](mailto:Josephine.johnson@wstribes.org)

**Tribal Council Support Office:**

Office closed.

**Museum at Warm Springs:**

Closed. The Giftshop is closed. You may contact Liz or Sunmiet to make arrangements for funeral purchases. One may go to the other locations to purchase Pendleton Blankets. They can be purchased at Hometown Pharmacy in Madras or Pendleton Outlet Shop in Bend, OR.

Please email Elizabeth Woody at [liz@museumatwarmsprings.org](mailto:liz@museumatwarmsprings.org) or Sunmiet Maben at [sunmiet@museumatwarmsprings.org](mailto:sunmiet@museumatwarmsprings.org) for questions.

**Bureau of Indian Affairs:**

Available by phone only. Access to public is closed.

BIA please call 541-553-2411

Social Services/General Assistance please call 541-553-2406

Road maintenance is open M-TH.

